



## *Administrative Office of the Courts*

Nashville City Center, Suite 600

511 Union Street

Nashville, TN 37219

Phone: (615) 741-2687

Fax: (615) 741-6285

**REGISTRATION FOR  
TENNESSEE STATE COURT INTERPRETER WRITTEN EXAM ADMINISTRATION  
Thursday, January 28, 2016 or Friday, January 29, 2016**

***Please note there is no online registration. Registration forms must arrive  
at the AOC no later than 4:30 pm on January 22, 2016.***

Only those candidates who have taken an approved Ethics & Skill Building Workshop on record with the AOC are eligible to sit for the written examination. If you have previously taken the examination, six (6) months must have elapsed between your previous testing session. If you have any questions regarding your eligibility to take the exam, please contact Ryan Mouser at (615) 741-2687.

**Registration Instructions:**

1. Fill out the attached application form.
2. Mail/ Email/ Fax registration form to:  
**Attn: Ryan Mouser**  
**Administrative Office of the Courts**  
**511 Union St., Suite 600**  
**Nashville, TN 37219**  
**Email: [ryan.mouser@tncourts.gov](mailto:ryan.mouser@tncourts.gov)**  
**Fax: (615) 741-6285**
3. If you require an accommodation and/or have special needs because of a qualified disability, or if you have questions or need additional information regarding this issue, please contact Ryan Mouser at (615) 741-2687.

**The examination will take place:**

**Tennessee Supreme Court Building**  
**401 7<sup>th</sup> Avenue North**  
**Nashville, TN 37219**

Registration and Exam: Registration starts promptly at 12:45 pm (Everyone must be present at or before 12:45 pm.) The exam will begin promptly at 1:00 pm. You will have two hours and fifteen minutes to complete the exam

**What you must bring to the testing session:**

1. Letter of admission
2. Positive photo identification – This must be either a United States government-issued driver's license or passport. If you do not possess either of these, contact Ryan Mouser at (615) 741-2687 PRIOR TO THE REGISTRATION DEADLINE.

You will not have access to any of your personal belongings during the exam. If you will be in need of medication during the exam, please make arrangements with the proctor prior to starting the exam or make a note on your application form.

Please note that your examination scores, as well as all the other information in the Court Interpreter Credentialing Program's records, are considered public records under state law and are subject to disclosure upon the request of a member of the public. The AOC will send you a letter of admission confirming your scheduled testing session.

**What to expect at the written exam:**

Please visit [http://www.tncourts.gov/sites/default/files/manualexam\\_0.pdf](http://www.tncourts.gov/sites/default/files/manualexam_0.pdf) to view the written examination manual for information regarding the structure and content of the written exam.



**Administrative Office of the Courts**  
**Tennessee State Court Interpreter Credentialing Program**  
**Application for January 2016 Written Examination**

**DEADLINE: January 22, 2016**

**PLEASE CIRCLE YOUR PREFERRED TEST DATE:**  
**Thursday, January 28<sup>th</sup>    OR    Friday, January 29<sup>th</sup>**

<b>Applicant's Full Name</b>		
_____	_____	_____
Last	First	Middle Initial      Suffix (Jr, Sr, etc)
<b><u>Date and Location of Ethics Workshop</u></b>		
<b>Applicant's Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone</b> (____) _____	(____) _____	(____) _____
Home	Cell	Work
<b>Email Address:</b>		
Have you previously taken the written examination? ____YES____NO    If yes, when and where did you take the examination? (Include <u>all</u> previous testing exams whether in Tennessee or in another state):		
<b>PLEASE NOTE:</b>		
<i>In compliance with the Americans with Disabilities Act, please let us know if you require any modifications due to a qualified disability. If you require an accommodation and/or have special needs because of a qualified disability, or if you have questions or need additional information regarding this issue, please contact Ryan Mouser at (615) 741-2687.</i>		
<b>Language(s) for which you interpret: Please Circle</b>		
ARABIC	CANTONESE	HAITIAN CREOLE      HMONG      KOREAN      LAOTIAN      MANDARIN      POLISH
RUSSIAN	SPANISH	VIETNAMESE      SOMALI      PORTUGUESE      POLISH      FRENCH
OTHER _____		
Please send this completed form by email, mail, or fax. <a href="mailto:ryan.mouser@tncourts.gov">ryan.mouser@tncourts.gov</a> , Attn: Ryan Mouser Administrative Office of the Courts Nashville City Center, Suite 600 511 Union Street Nashville, TN 37219, Fax: (615) 741-6285		